

Community Development Block Grant (CDBG) Guidelines Training 2016

Kentucky Department for Local Government



GENERAL INFORMATION FOR APPLICANTS



General Information

Program Areas

- Community Emergency Relief Fund (CERF)
- Community Projects
- Economic Development
- Housing
- Public Facilities
- Public Services

General Information

Thresholds

General Information

Audit and Program Income Reports Requirements

- **Audits**-All audits are due annually to DLG within 9 months (March 31) of the Fiscal Year end
- **Program Income Reports**- All reports are due Semi-Annually for the following periods:
- January 1st-June 30th and July 1st-December 31st

General Information – Thresholds

Public Facilities, Housing and Community Projects

- 2014 – 2015 projects must be 80% expended
- Program income reports are current and approved (if applicable)
- Audits are current and approved
- 2013 and earlier project must be closed with Final Closeout or Notice of Completion issued

General Information – Thresholds

Public Facilities, Housing and Community Projects

- Previous Economic Development grantees may apply for Public Facilities, Housing or Community Project funds if:
 - Projects from 2013 and earlier have Final Closeout or Notice of Completion issued
 - Program income reports are current and approved (if applicable)
 - Audits are current and approved

General Information – Thresholds

Public Facilities, Housing and Community Projects

- Previous CERF, Public Services and Microenterprise grantees may apply for Public Facilities, Housing and Community Project funds if:
 - Program income reports are current and approved (if applicable)
 - Audits are current and approved

General Information – Thresholds

Traditional/Non-Traditional Economic Development

- 80% rule does not apply
- Program income reports are current and approved
(if applicable)
- Audits are current and approved

General Information – Thresholds

Community Emergency Relief Fund

- Program income reports are current and approved (if applicable)
- Audits are current and approved

General Information – Thresholds

Public Services

- There are **no** threshold requirements for this application

General Information

DLG reserves the right to refuse any application or condition any grant award based on:

- Past performance
- Outstanding grant violations
- Continuing capacity to carry-out fundable activities in a **timely** manner

General Information

Types of Applications

- Individual
- Multi-Jurisdictional (prior DLG approval required)

General Information

2016 Funds Available

KY Allocation	\$ 23,319,211
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<u>Less: Admin Costs</u>	<u>799,576</u>
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Total Amount for Distribution	\$ 22,519,635
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General Information

2016 Split of Funds

•Public Facilities	\$ 6,600,000
•Economic Development	4,400,000
•Housing	3,093,047
•Community Projects	5,326,588
•Public Services	3,100,000
•CERF	<i>T B D</i>

General Information

Grant Ceilings

	<u>Individual</u>	<u>Multi-Jurisdictional</u>
ED Traditional	\$1,000,000	\$2,000,000
ED Non-Traditional	250,000	500,000
Public Facilities	1,000,000	2,000,000
Self Help	250,000	500,000
Community Projects	500,000	
Housing	1,000,000	
CERF	100,000	
Public Services (Recovery KY) – Existing Facilities	220,000	
Public Services (Recovery KY) – New Facilities	300,000	

General Information

Number of Applications

- Choose one (1) application, either Public Facilities, Housing or Community Projects
- Plus Public Services
- No limit on CERF and Economic Development
- Only one (1) program area per application

General Information

Submission of Applications

Department for Local Government

Office of Federal Grants

1024 Capital Center Drive, Suite 340

Frankfort, KY 40601

General Information

Citizen Participation

- Furnish citizens with information regarding the CDBG program
- Advertise the public hearing notice 7-21 days in the local newspaper
- Undertake efforts to reach LMI persons
- Hold public hearing at a time and place convenient to potential beneficiaries
- Respond to public comments

General Information

Citizen Participation

- Do not count the date of the advertisement
- Same rule applies for the 15-day environmental review comment period

Citizen Participation – 7-21 Day Rule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Advertisement	2
3	4	5 Advertisement	6	7	8 First Eligible Hearing Date	9
10	11	12 First Eligible Bid Due Date	13	14	15	16
17	18	19	20	21	22 Last Eligible Hearing Date	23
24	25	26 Last Eligible Bid Due Date	27	28	29	30

Citizen Participation – 15-Day Comment Period

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Advertisement	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 End of Comment Period	22	23
24	25	26	27	28	29	30

KENTUCKY STATE CLEARINGHOUSE



Clearinghouse

eClearinghouse Review

- All CDBG applications are subject to the eClearinghouse Review process and must have an endorsement letter submitted with the application
- Exceptions: Economic Development and CERF
- Failure to do so will disqualify the application

Clearinghouse

eClearinghouse Review

- In order to secure the endorsement letter, applicants must submit a request for review to the eClearinghouse at least thirty (30) working days prior to submission of a CDBG application to DLG to make sure it gets an endorsement letter in time to submit with the application

Clearinghouse

eClearinghouse Review

- For eClearinghouse submissions, go to kydlgweb.ky.gov/FederalGrants/eClearinghouse.cfm, print and follow the instructions for applicants
- If you need further assistance, please contact Lee Nalley at Lee.Nalley@ky.gov or (502) 573-2382

Clearinghouse

eClearinghouse Instructions

- Found at
kydlgweb.ky.gov/FederalGrants/eClearinghouse.cfm
- Download “Instructions for Applicants,” which is located at the bottom of the webpage

Clearinghouse

eClearinghouse Instructions

- Please note that Kentucky eClearinghouse supports Internet Explorer 9 or below. Google Chrome and Firefox are not supported browsers for the eClearinghouse.
- You can be in an Internet Explorer higher than 9, but you will need to add ky.gov to your Compatibility View Settings to make it work.

Clearinghouse

Update Requests

- If there have been no changes made to the proposed project, you may request an update.
- Send an email with the SAI number in the subject line. Please make note that no changes have been made. If the project changes in any way, a new review will be required.

Clearinghouse

Water/Wastewater Updates

- If Water/Wastewater Projects need an update, you need to check the WRIS Project Profile to make sure it is the correct project information. If it is, send Lee Nalley an email with the request.
- If the information is not correct and has to be re-entered, it will have to be withdrawn from the eClearinghouse first, because the WRIS is now locked when a project is submitted.

Clearinghouse

Water/Wastewater Updates

- Change the information in the WRIS. Then, you can submit to the eClearinghouse and the project will get a new SAI number.
- Important Note: The WRIS will now lock when you use a WX/SX number in the eClearinghouse.

Clearinghouse

Water/Wastewater Updates

- If you need to change any information in the WRIS and you have used the number in the eClearinghouse, you will have to withdraw that project first from the eClearinghouse to be able to make any changes in the WRIS.


Kentucky e-Clearinghouse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://eclearinghouse.ky.gov/> Links

KY e-Clearinghouse Search KY: ? Advanced...



For other Kentucky Government sites visit:
Kentucky.gov


[User Assistance](#)

[KIA Mapping Portal](#)


NEW APPLICANTS	EXISTING USERS
Setup your account today so you can: <ul style="list-style-type: none">• Submit Drinking Water/Wastewater Project Applications.• Save partially completed applications until you have time to finish.• Review the status of previously submitted applications. <p>Setup My Account</p>	User ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <input type="button" value="Clear"/> Forgot my Password

This site is designed for 1024x768 resolution and is using Medium fonts
inorder to set to medium font change IE options [View --> Text Size --> Medium]

If you are unable to navigate through this site, please contact the Clearinghouse staff
at 1-800-346-5606 for grant application assistance.



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KY e-Clearinghouse is a Bobby compliant Website.

eClearinghouse Sign in Page

*If you don't have an ID and Password, Click on Setup My Account


*If you have an ID and Password, Click on Existing Users

Workbasket: Kentucky e-Clearinghouse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Wordpad Address Bar Links

Address https://eclearinghouse.ky.gov/WBApplicant_F.asp?Err=&hidMenu=0&SessionID={0534740A-DF7B-4FB9-983A-6343F7B12EDC}

 **KY e-Clearinghouse**

My Applications

- Apply for Funding
- Search
- Administration
- Reports
- Log Out

Workbasket

SAI Number	Title	Submitted	Status	Status Date	Finding	County

[View Agency Reviews](#) [Withdraw App](#) [Archive](#) [View/Edit App](#) [Funding Detail](#) [User Access](#)

User: APPlée Workbasket Need help? Click [here](#)

Applicant's Workbasket

Clearinghouse

What NOT to Do

BASIC PROJECT INFORMATION:

Project Type:

LWCF (LAND AND WATER CONSERVATION FUND PROGRAM) ▼

Project Number:

Characters allowed: 240 Characters entered: 214

Descriptive Project Title: **

Development of equestrian riding trail,
hiking, fishing, a wetland meadow habitat
for study and opservation, and a safe
vehicular entry at Hisle Farm Park. GPs

County:

** FAYETTE ▼

Multiple County:

12. Areas Affected:

Project Title

Don't put a project description in the Project Title field. This is just a title. This is what you named your grant application. This box prints on the endorsement letter.

KY e-Clearinghouse

Application for Federal Assistance: KY201001050007

* Required Fields

Application / Applicant

Project

Budget

Budget(Cont'd)

10.CFDA Information: **

CFDA Number	CFDA Title
14.197	Multifamily Assisted Housing Reform Affordability
14.197	Multifamily Assisted Housing Reform Affordability
14.197	multifamily Assisted Housing Reform Affordability
14.197	Multifamily Assisted Housing Reform Affordability

For more CFDA info Click: [here](#)

New CFDA

Edit CFDA

13. Proposed Start Date: * 06/01/2010 mmddyyyy

End Date: * 05/01/2011 mmddyyyy

14. Congressional Districts: * CONGRESSIONAL DISTRICT FOUR

16. Is Application subject to review by State Executive Order 12372 process?

☐ Yes. This Preapplication-Application was made available to the State Executive Order 12372 process for review on mmddyyyy

☒ No. PROGRAM IS NOT COVERED BY E.O 12372

17. Is the Application delinquent on any Federal debt?

☐ Yes

☒ No.

CFDA Number

Only input the CFDA number once. If you see that it is showing multiple times after you have saved the form, click on them one at a time to edit CFDA and delete them.

☐ Yes. Explanation Characters allowed: 240 Characters entered: 0

☒ No. Characters allowed: 2800 Characters entered: 1

Project Description:

*

0

ADDITIONAL INFORMATION:

If this proposal is statewide in nature, how much money will be spent in each Area Development District?

District Name	Amount

Project Description

Don't use a couple of words to describe an entire project. You must have a complete project description. It needs to have the site address and the GPS coordinates (please check them) and what is going to happen there. The project description should be what is given to the funding agency. Please don't add descriptions of what happened before, what might happen in the future, percentages, etc.

Clearinghouse

What To Do

Applicant Information

This is how it should look. There should be a salutation in front of the first name, full telephone number, company name and address, and the project title is short and to the point

APPLICANT INFORMATION:

Legal Name:	**	<input type="text" value="Louisville and Jefferson County Metropolitan Sewer District"/>		
Organizational Unit:		<input type="text"/>	Company Name:	** <input type="text" value="MSD"/>
6. FEIN Number:		<input type="text"/>	Address line 2:	** <input type="text" value="700 West Liberty Street"/>
Contact First Name:	**	<input type="text" value="Mr. Justin"/>	City:	** <input type="text" value="Louisville"/>
Contact Last Name:	**	<input type="text" value="Gray"/>	State:	** <input type="text" value="KENTUCKY"/>
Contact Phone:	**	<input type="text" value="(502) 540-0603"/>	Zipcode:	** <input type="text" value="40203"/>
7. Applicant Type:	**	<input type="text" value="LOCAL"/>		
8. Application Type:	**	<input type="text" value="NEW"/>		
9. Federal Agency Name:	**	<input type="text" value="FEMA"/>		

BASIC PROJECT INFORMATION:

Project Type:	<input type="text" value="FEMA"/>	Project Number:	<input type="text"/>
Characters allowed: 240 Characters entered: 78			
Descriptive Project Title:	** <input type="text" value="Louisville and Jefferson County MSD, Maple Street Phase I Property Acquisition"/>		

Notice only one CFDA number.

Application for Federal Assistance: KY201001070013 * Required Fields

Application/Applicant	Project	Budget	Budget(Cont'd)
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10.CFDA Information: **

CFDA Number	CFDA Title
14.239	KHC

For more CFDA info Click: [here](#)

New CFDA Edit CFDA

13.Proposed Start Date: * mmddyyyy **End Date:** * mmddyyyy

14.Congressional Districts: *

16.Is Application subject to review by State Executive Order 12372 process?

☐ Yes. This Preapplication-Application was made available to the State Executive Order 12372 process for review on mmddyyyy

☒ No.

17.Is the Application delinquent on any Federal debt?

Characters allowed: 240 Characters entered: 0

Project Description: *

Characters allowed: 2000 Characters entered: 1497

This project is located at 111 South Teddy Avenue in Morgantown, Kentucky. The project will include interior and exterior renovations to existing buildings. A substantial rehabilitation is proposed which includes a complete modernization and up grading of all dwelling units. The work includes new dumpster enclosures, replacement of metal stairs and rails with steel stairs where applicable, mail boxes, replace vinyl siding, new

Water, Wastewater and Solid Waste Information

This is how it should look.

If this Proposal is to be a continuation project in the future, will the match required from state local government vary from the original percentage ? ☐

Portable Water Supplier Name:

Describe wastewater disposal:

☒ Package sewage treatment plant by facility.

KPDES Name:

KPDES Permit No:

☐ Existing publicly owned wastewater treatment plant

POTW Plant Name:

☐ Via an on-site septic tank and lateral field

Local Health Dept. Name:

Local Health Dept. Permit No:

SOLID WASTE INFORMATION:

Land Fill Name:

Land Fill Permit No:

Land Fill Transportation:

[View Map](#)

[Save](#)

[Cancel](#)

[Close](#)

Clearinghouse

Stop, Lee!

STOP!!

MEETING NATIONAL OBJECTIVES



National Objectives

- HUD Guide to National Objectives and eligible activities for State CDBG Program
 - Chapter 3 – Meeting a National Objective
 - <https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/>

National Objectives

National Objectives are activity driven. An applicant may have multiple activities in a project and may identify more than one national objective.

National Objectives

There are three (3) National Objectives as identified in Title I of the Housing and Community Development Act and regulations contained in 24 CFR 570.483.

National Objectives

Three (3) National Objectives

- Benefit to Low and Moderate Income (LMI) persons
- Prevention or elimination of slums or blight
- Meeting community development needs that have a particular urgency (urgent need)

National Objectives

24 CFR 570.483

a) Low-Moderate Income (LMI)

- Activities in which at least 51% of the persons benefiting are LMI
 - 1) Area Benefit
 - 2) Limited Clientele
 - 3) Housing
 - 4) Jobs

National Objectives

HUD requires the Commonwealth of Kentucky to expend at least 70% of its yearly allocation to support activities that benefit low and moderate income individuals.

National Objectives

24 CFR 570.483

b) Slums or Blight

- Activities that aid in the prevention or the elimination of slums or blight
 - 1) Area Basis
 - 2) Spot Basis

National Objectives

If using Area Basis to qualify, the area must:

- First be designated by the applicant and must meet the definition of a slum, blighted or deteriorated area under state or local law
- The state law that identifies slum/blight in Kentucky is KRS chapter 99.340

National Objectives

If using Spot Basis to qualify:

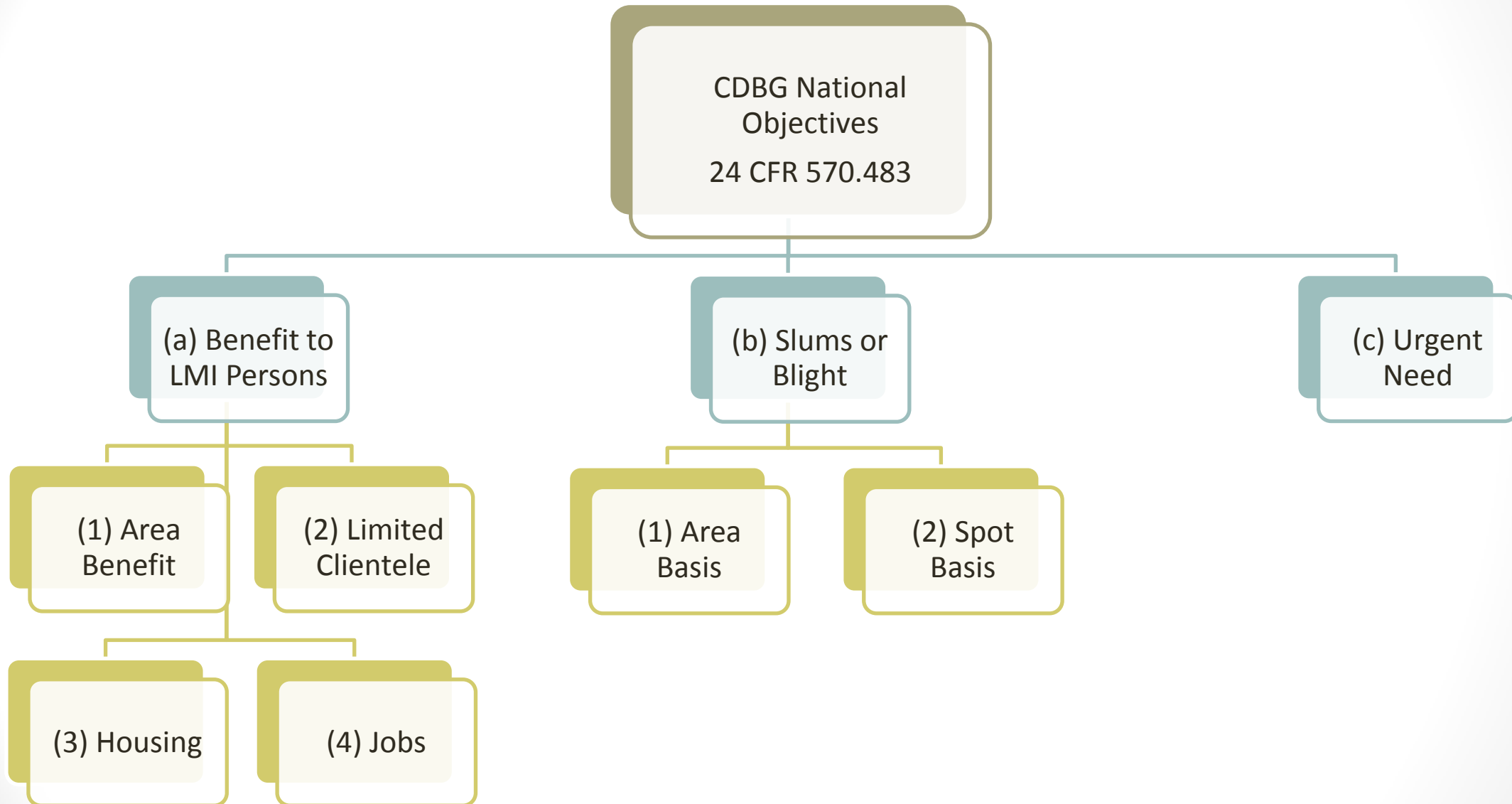
- The activity must be designated to eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area

National Objectives

24 CFR 570.483

c) Urgent Need

- Activities designed to meet community development needs having a particular urgency



LOCAL SURVEYS AND CENSUS



Local Surveys and Census

REMEMBER

CDBG projects are activity driven.

Local Surveys and Census

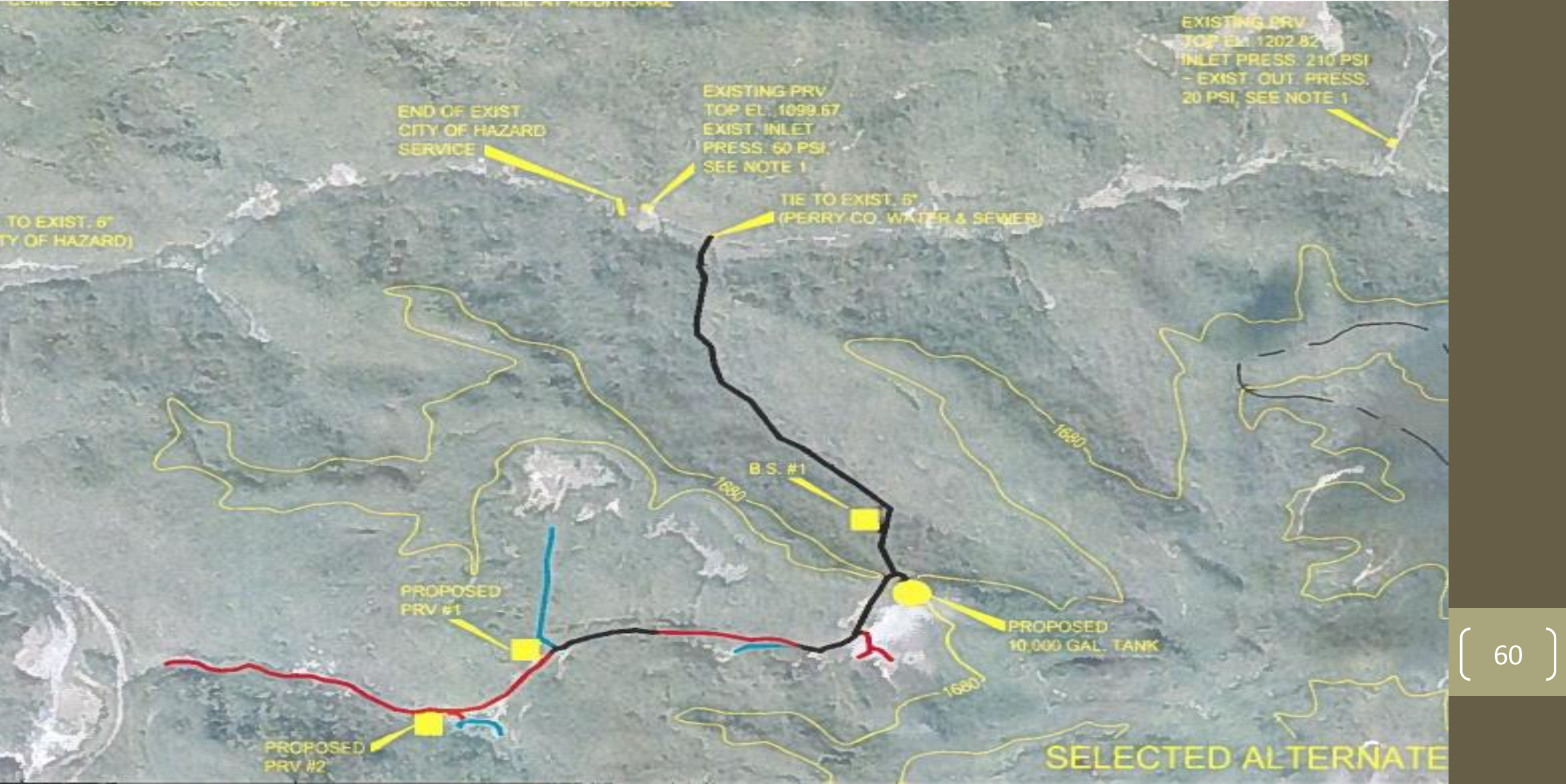
Three Ways to Determine LMI

- HUD LMI Data (Based on ACS)
- Surveys
- Combination

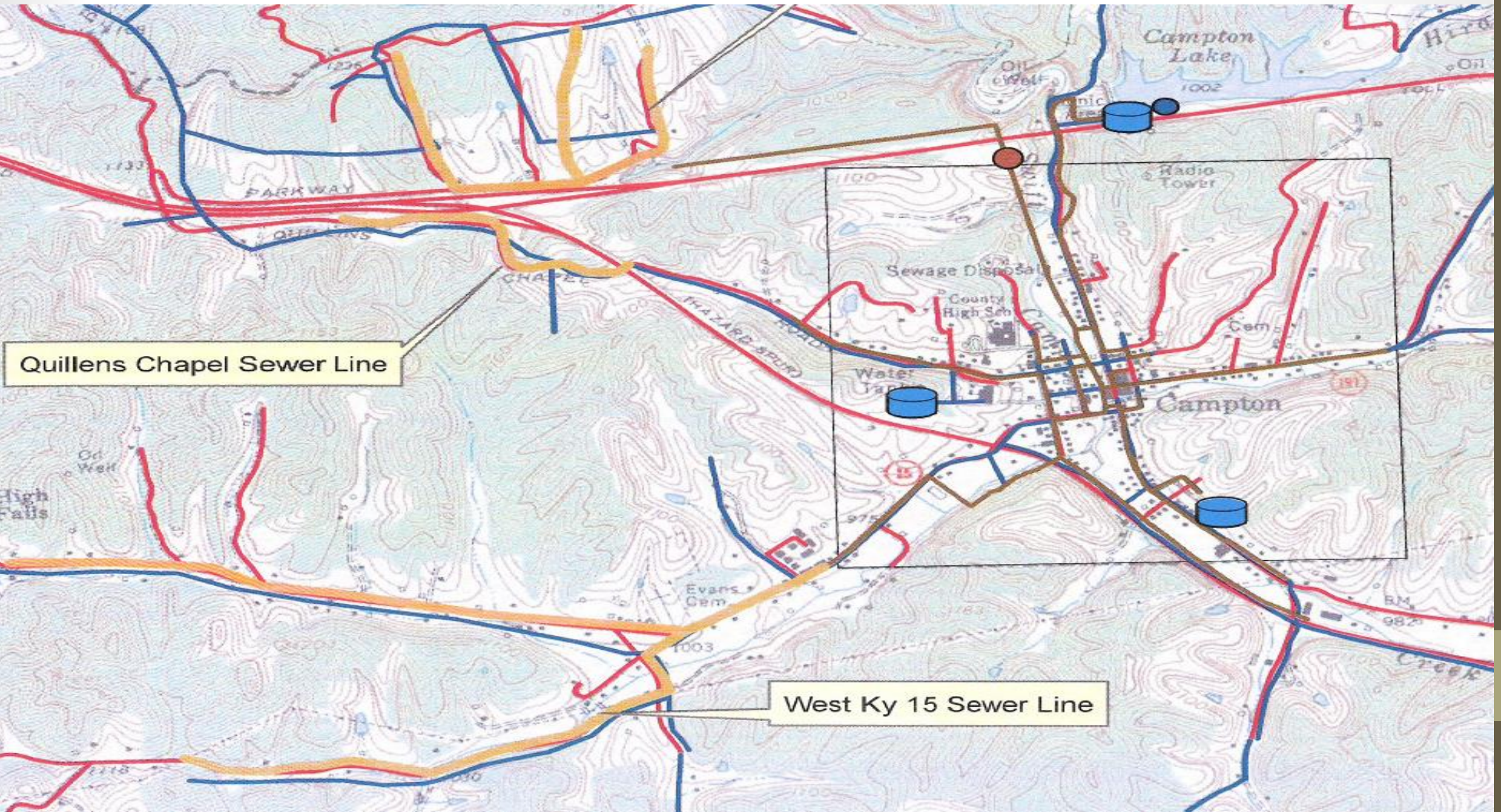
Non-Continuous Survey

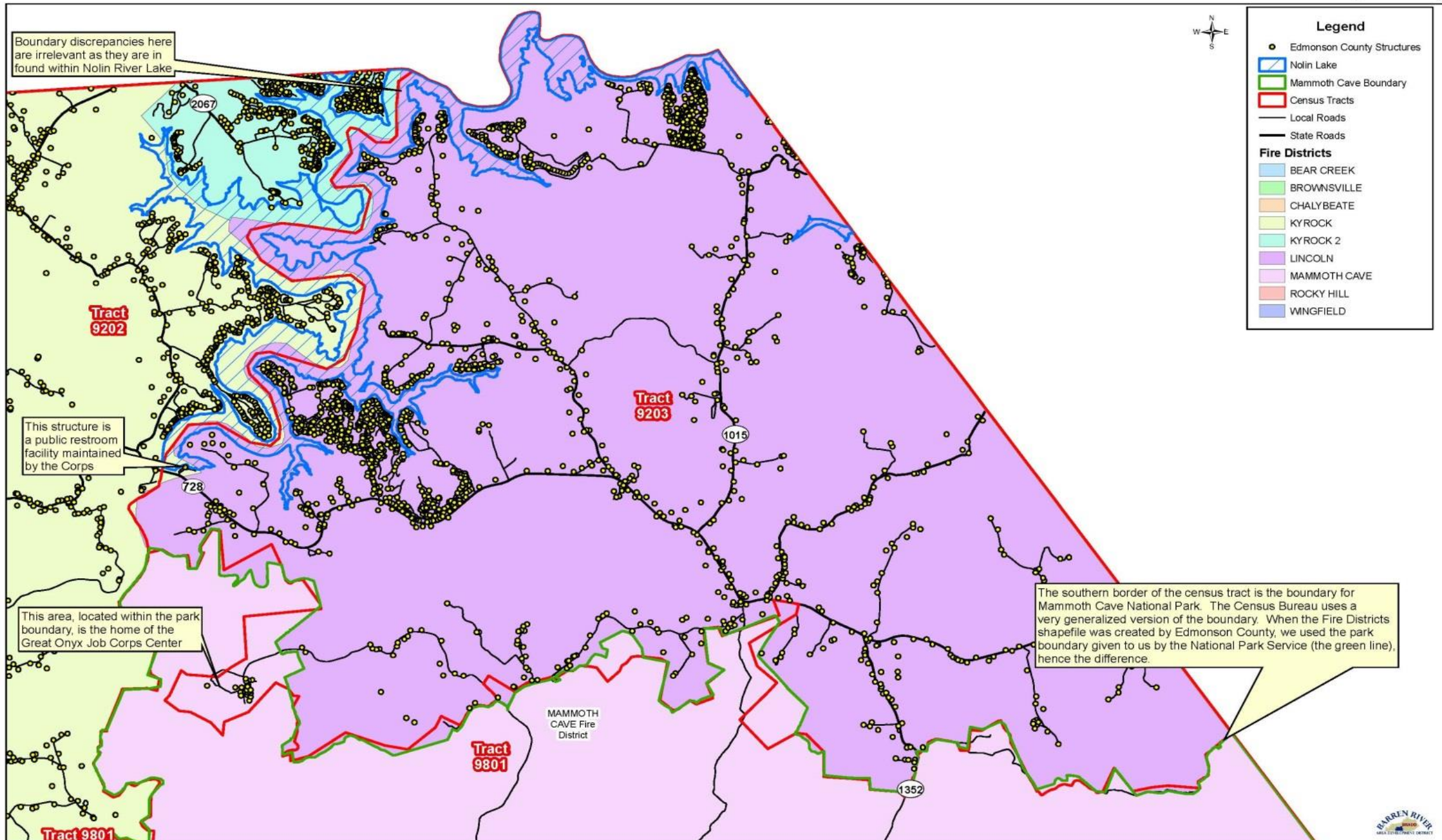


Continuous Survey



Combination Survey





Local Surveys and Census

STEP 1 – Select the Type of Survey

- Note: ED projects will survey new hires on the back-end of the project. However, please include a letter from the company agreeing to hire 51% low- and moderate-income individuals.

Local Surveys and Census

STEP 2 – Develop the Questionnaire

- Sample surveys on DLG's website
- 2015 Income Limits

Survey Examples

SAMPLE HOUSING SURVEY

For Official Use

Over : _____

LMI: _____

VL: _____

XL: _____

Name _____

Address _____

Phone _____

Number of Persons in Household _____

Number of Household Members 62 or Older _____

Number of Disabled in Household _____

Household Information --Total number of persons in household by:

1. **Race** White _____ American Indian/Alaskan Native & Other _____
Black/African American _____ Asian & White _____
Asian _____ Black/African American & White _____
American Indian/Alaskan Native _____ Other Multi-Racial _____
Native Hawaiian/Other Pacific Islander _____
American Indian/Alaskan Native & Black/African American _____
2. **Ethnicity** Non-Hispanic _____ Hispanic _____
3. Total number of persons in household that are: United States Citizens _____ Nationalized Citizens _____
Lawfully Present Aliens _____
4. Head of Household: Male _____ Female _____
5. Age of Head of Household _____
6. Will your home require modifications to accommodate disabled occupant(s) in the household? Yes _____ No _____
7. What year was your home built? _____ If not sure, do you think it was built after 1978? Yes _____ No _____
8. Do you own or rent your home? Own _____ Rent _____
9. How much is your rent or mortgage payment per month? \$ _____
10. How many bedrooms does your home have? _____
11. Have you received federal assistance in the past for repairs to your home? Yes _____ No _____
If yes, please explain: _____
12. Is this property used for any purpose other than residential? Yes _____ No _____ If yes, please explain: _____
13. What type of sanitary waste disposal does your home use? Connection to a Sanitary Sewer _____
Septic Tank _____ Outdoor Toilet _____ Other: _____
14. Is your home tapped to a public water line? Yes _____ No _____ If no, do you receive drinking water from a
Well _____ or a Cistern _____?
15. Has your home ever had flood damage? _____
16. Are any household members related to city/county employees or elected officials. Yes _____ No _____ If yes,
please explain _____

Voluntary Scattered Site Projects Only:

17. How did you learn of this project? Newspaper _____ Radio/TV _____ Friend/Neighbor _____ Other _____

Survey Examples

Sample Economic Development EMPLOYEE SURVEY

*For
Administrative/Company
Use*

Over: _____
LMI: _____
VL: _____
XL: _____

Benefiting Community _____

Name _____
Address _____
Phone _____

Demographic Information

1. **Race** White _____
Black/African American _____
Asian _____
American Indian/Alaskan Native _____
Native Hawaiian/Other Pacific Islander _____
American Indian/Alaskan Native & Other _____
Asian & White _____
Black/African American & White _____
American Indian/Alaskan Native & Black/African American _____
Other Multi-Racial _____

Ethnicity Non-Hispanic _____ Hispanic _____
United States Citizens _____ Nationalized Citizens _____ Lawfully Present Aliens _____

2. Female Head of Household: Yes _____ No _____
3. Age _____
4. Job Classification _____
5. Annual/Hourly Wage _____
6. Brief Description of Duties _____
7. Number of Persons in Household _____
8. Status of employment prior to this position: _____ employed _____ unemployed

Total Gross Annual Household Income: In the column showing the number of people in your household, check (only one) income range that totals the gross annual household income.

Total Gross Annual Household Income							
1 person	Below 8,000	<input type="checkbox"/>	8,000 to 13,350	<input type="checkbox"/>	13,350 to 21,400	<input type="checkbox"/>	Above 21,400 <input type="checkbox"/>
2 persons	Below 9,150	<input type="checkbox"/>	9,150 to 15,300	<input type="checkbox"/>	15,300 to 24,450	<input type="checkbox"/>	Above 24,450 <input type="checkbox"/>
3 persons	Below 10,300	<input type="checkbox"/>	10,300 to 17,200	<input type="checkbox"/>	17,200 to 27,500	<input type="checkbox"/>	Above 27,500 <input type="checkbox"/>

Survey Examples

CHARLESTOWN PUBLIC FACILITIES SURVEY

For Official Use
Over: _____
LMI: _____
VL: _____
XL: _____

Name _____
Address _____
Phone _____

Number of Persons in Household _____
Number of Household Members 62 or Older _____
Number of Disabled in Household _____

Household Information - Total number of persons in household by:

1. **Race** White _____
Black/African American _____
Asian _____
American Indian/Alaskan Native _____
Native Hawaiian/Other Pacific Islander _____
American Indian/Alaskan Native & Other _____
Asian & White _____
Black/African American & White _____
American Indian/Alaskan Native & Black/African American _____
Other Multi-Racial _____
2. **Ethnicity** Non-Hispanic _____ Hispanic _____
3. **Head of Household:** Male _____ Female _____
4. What type of sanitary waste disposal does your home use? Connection to a Sanitary Sewer _____
Septic Tank _____ Outdoor Toilet _____ Other: _____
5. Has your home ever had flood damage? _____
6. Are any household members related to city/county employees or elected officials. Yes _____ No _____.
If yes, please explain. _____
7. Do you receive drinking water from a Well _____ or a Cistern _____?
8. If the proposed public facility (water line, sewer line, etc.) is completed, will you use it? Yes _____ No _____

NOTE: Other questions may be added

Total Gross Annual Household Income: In the column showing the number of people in your household, circle (only one) income range that totals the gross annual household income.

1 Person	2 People	3 People	4 People
0 - 12,050	0 - 13,750	0 - 15,450	0 - 17,150
12,051 - 20,050	13,751 - 22,900	15,451 - 25,750	17,151 - 28,600
20,051 - 32,050	22,901 - 36,600	25,751 - 41,200	28,601 - 45,750
Above 32,050	Above 36,600	Above 41,200	Above 45,750

Local Surveys and Census

STEP 3 – Determine Who to Survey

- Random Selection
 - www.randomizer.org
 - Make sure that you have randomized enough households to establish a correct minimum survey amount.
- 100% Survey

Local Surveys and Census

STEP 4 – Conduct the Survey

- Must be door-to-door, in person
- No phone calls
- No mail surveys

Local Surveys and Census

STEP 5 – Determine the Results

- Complete Survey Data
 - Only use data from valid, completed surveys
 - Clarify any errors or omissions
- Complete LMI Worksheet

Sample LMI Worksheet

Kentucky Community Development Block Grant LMI Worksheet

Applicant _____

App No. _____

Project _____

Part A Information Contained in Your Survey Responses

- | | | | |
|----|---|----------------|---------|
| 1. | Total number of households in the service areas | _____ | |
| 2. | Total number of households responding to the survey | _____ | |
| 3. | Response rate | <u>#DIV/0!</u> | #2 / #1 |
| 4. | Total number of low-and-moderate income households surveyed | _____ | |
| 5. | Total number of persons living in the low-and-moderate income households surveyed | _____ | |
| 6. | Total number of over-income households surveyed | _____ | |
| 7. | Total number of persons living in the over-income households surveyed | _____ | |
| 8. | Total number persons living in the households surveyed | <u>0</u> | #5 + #7 |

Part B Calculations

- | | | | |
|-----|--|----------------|----------|
| 9. | Average size of the low-and-moderate income households | <u>#DIV/0!</u> | #5 / #4 |
| 10. | Average size of over-income households | <u>#DIV/0!</u> | #7 / #6 |
| 11. | Proportion of low-and-moderate households | <u>#DIV/0!</u> | #4 / #2 |
| 12. | Proportion of over-income households | <u>#DIV/0!</u> | #6 / #2 |
| 13. | Estimate of total number of LMI households in project area | <u>#DIV/0!</u> | #1 * #11 |
| 14. | Estimate of total number of over-income households in project area | <u>#DIV/0!</u> | #1 * #12 |

Local Surveys and Census

STEP 6 – Document your Efforts

You may have to provide this information at any time!

- Surveys
- LMI Worksheet
- Randomizer Results
- Correspondents from Survey Process
- Maps of the Service Area

Local Surveys and Census

Common Mistakes

- Mapping the Service Area
- Invalid Surveys
- Misrepresented LMI Worksheets

Sample LMI Worksheets

Kentucky Community Development Block Grant LMI Worksheet

Applicant City of Harlan App No. 04-

Project Harlan/South Marshall Fire Department

Part A Information Contained in Your Survey Responses

1. Total number of households in the service areas	<u>1,384</u>	
2. Total number of households responding to the survey	<u>350</u>	
3. Response rate	<u>25.3%</u>	#1
4. Total number of LMI households surveyed	<u>186</u>	
5. Total number of persons living in the LMI households surveyed	<u>436</u>	
6. Total number of over-income households surveyed	<u>164</u>	
7. Total number of over-income persons living in the over-income households surveyed	<u>219</u>	#7

Part B Calculations

8. Average size of LMI households	<u>2.34</u>	#4
9. Average size of over-income households	<u>1.34</u>	#6
10. Proportion of LMI households	<u>53.1%</u>	#2
11. Proportion of over-income households	<u>46.9%</u>	#11
12. Estimate of total number of LMI households in project area	<u>735</u>	#12
13. Estimate of total number of over-income households in project area	<u>649</u>	

Kentucky Community Development Block Grant LMI Worksheet

Applicant XXXXXXXXXXXX App No. XX-XX

Project XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Part A Information Contained in Your Survey Responses

1. Total number of households in the service areas	<u>1,348</u>	
2. Total number of households responding to the survey	<u>350</u>	
3. Response rate	<u>26.0%</u>	#2 / #1
4. Total number of low-and-moderate income households surveyed	<u>186</u>	
5. Total number of persons living in the low-and-moderate income households surveyed	<u>436</u>	
6. Total number of over-income households surveyed	<u>164</u>	
7. Total number of persons living in the over-income households surveyed	<u>1,192</u>	
8. Total number persons living in the households surveyed	<u>1,628</u>	#5 + #7

Part B Calculations

9. Average size of the low-and-moderate income households	<u>2.34</u>	#5 / #4
10. Average size of over-income households	<u>7.27</u>	#7 / #6
11. Proportion of low-and-moderate households	<u>53.1%</u>	#4 / #2
12. Proportion of over-income households	<u>46.9%</u>	#6 / #2
13. Estimate of total number of LMI households in project area	<u>716</u>	#1 * #11
14. Estimate of total number of over-income households in project area	<u>632</u>	#1 * #12

Sample LMI Worksheet

Kentucky Community Development Block Grant LMI Worksheet

Applicant City of Frankfort

App No. _____

Project Benson Creek CSO Separation

Part A Information Contained in Your Survey Responses

1.	Total number of households in the service areas	<u>231</u>
2.	Total number of households responding to the survey	<u>112</u>
3.	Response rate	<u>48.5%</u>
4.	Total number of low-and-moderate income households surveyed	<u>91</u>
5.	Total number of persons living in the low-and-moderate income households surveyed	<u>239</u>
6.	Total number of over-income households surveyed	<u>21</u>
7.	Total number of persons living in the over-income households surveyed	<u>138</u>
8.	Total number persons living in the households surveyed	<u>377</u>

Part B Calculations

9.	Average size of the low-and-moderate income households	<u>2.63</u>
10.	Average size of over-income households	<u>6.57</u>
11.	Proportion of low-and-moderate households	<u>81.3%</u>
12.	Proportion of over-income households	<u>18.8%</u>
13.	Estimate of total number of LMI households in project area	<u>188</u>
14.	Estimate of total number of over-income households in project area	<u>43</u>

Sample LMI Worksheet

Kentucky Community Development Block Grant LMI Worksheet

Applicant Floyd County Fiscal Court

App No. _____

Project Harold Sewer Project - Phase III

Part A Information Contained in Your Survey Responses

1.	Total number of households in the service areas	<u>100</u>	
2.	Total number of households responding to the survey	<u>73</u>	
3.	Response rate	<u>73.0%</u>	#2 / #1
4.	Total number of low-and-moderate income households surveyed	<u>49</u>	
5.	Total number of persons living in the low-and-moderate income households surveyed	<u>105</u>	
6.	Total number of over-income households surveyed	<u>51</u>	
7.	Total number of persons living in the over-income households surveyed	<u>84</u>	
8.	Total number persons living in the households surveyed	<u>189</u>	#5 + #7

Part B Calculations

9.	Average size of the low-and-moderate income households	<u>2.14</u>	#5 / #4
10.	Average size of over-income households	<u>1.65</u>	#7 / #6
11.	Proportion of low-and-moderate households	<u>67.1%</u>	#4 / #2
12.	Proportion of over-income households	<u>69.9%</u>	#6 / #2
13.	Estimate of total number of LMI households in project area	<u>67</u>	#1 * #11
14.	Estimate of total number of over-income households in project area	<u>70</u>	#1 * #12

Sample Survey

CHARLESTOWN PUBLIC FACILITIES SURVEY

<i>For Official Use</i>	
Over:	_____
LMI:	_____
VL:	_____
XL:	_____

Name John Thomas
Address 101 Main St.
Phone Charlestown

Number of Persons in Household 3
Number of Household Members 62 or Older 1
Number of Disabled in Household 1

Household Information - Total number of persons in household by:

1. Race White ☒ Black/African American _____ Asian _____ American Indian/Alaskan Native _____ Native Hawaiian/Other Pacific Islander _____ American Indian/Alaskan Native & Other _____ Asian & White _____ Black/African American & White _____ American Indian/Alaskan Native & Black/African American _____ Other Multi-Racial _____
2. Ethnicity Non-Hispanic ☒ Hispanic _____
3. Head of Household: Male _____ Female _____
4. What type of sanitary waste disposal does your home use? Connection to a Sanitary Sewer _____ Septic Tank _____ Outdoor Toilet _____ Other: _____
5. Has your home ever had flood damage? _____
6. Are any household members related to city/county employees or elected officials. Yes _____ No _____. If yes, please explain. _____
7. Do you receive drinking water from a Well _____ or a Cistern _____?
8. If the proposed public facility (water line, sewer line, etc.) is completed, will you use it? Yes ☒ No _____

NOTE: Other questions may be added

Total Gross Annual Household Income: In the column showing the number of people in your household, circle (only one) income range that totals the gross annual household income.

1 Person	
0 -	12,050
12,051 -	20,050
20,051 -	32,050
Above	32,050

2 People	
0 -	13,750
13,751 -	22,900
22,901 -	36,600
Above	36,600

3 People	
0 -	15,450
15,451 -	25,750
25,751 -	41,200
Above	41,200

4 People	
0 -	17,150
17,151 -	28,600
28,601 -	45,750
Above	45,750

Sample Income Limits

FY 2015 MFI: 47800

EXTR LOW INCOME	11770	15930	20090	23550	25450	27350	29250	31100
VERY LOW INCOME	16500	18850	21200	23550	25450	27350	29250	31100
LOW-INCOME	26400	30200	33950	37700	40750	43750	46750	49800

Ohio County, KY

FY 2015 MFI: 44800

EXTR LOW INCOME	11770	15930	20090	22950	24800	26650	28500	30300
VERY LOW INCOME	16100	18400	20700	22950	24800	26650	28500	30300
LOW-INCOME	25700	29400	33050	36700	39650	42600	45550	48450

Owen County, KY

FY 2015 MFI: 62400

EXTR LOW INCOME	13100	15930	20090	24250	28410	32570	36730	40890
VERY LOW INCOME	21850	25000	28100	31200	33700	36200	38700	41200
LOW-INCOME	34950	39950	44950	49900	53900	57900	61900	65900

Owsley County, KY

FY 2015 MFI: 29600

EXTR LOW INCOME	11770	15930	20090	22950	24800	26650	28500	30300
VERY LOW INCOME	16100	18400	20700	22950	24800	26650	28500	30300
LOW-INCOME	25700	29400	33050	36700	39650	42600	45550	48450

Sample Survey



COMMUNITY PROJECTS SURVEY

For Official Use
Over: _____
LMI: _____
VL: _____
XL: _____

Survey # _____
Name _____
Address _____

Number of Persons in Household _____
Number of Household Members 62 or Older _____
Number of Disabled in Household _____

Household Information - Total number of persons in household by:

1. **Race** White _____
 Black/African American _____
 Asian _____
 American Indian/Alaskan Native _____
 Native Hawaiian/Other Pacific Islander _____
 American Indian/Alaskan Native & Other _____
 Asian & White _____
 Black/African American & White _____
 American Indian/Alaskan Native & Black/African American _____
 Other Multi-Racial _____
2. **Ethnicity** Non-Hispanic _____ Hispanic _____
3. **Head of Household:** Male _____ Female _____
4. Are any household members related to a _____ employee or elected official. Yes _____ No _____
If yes, please explain: _____

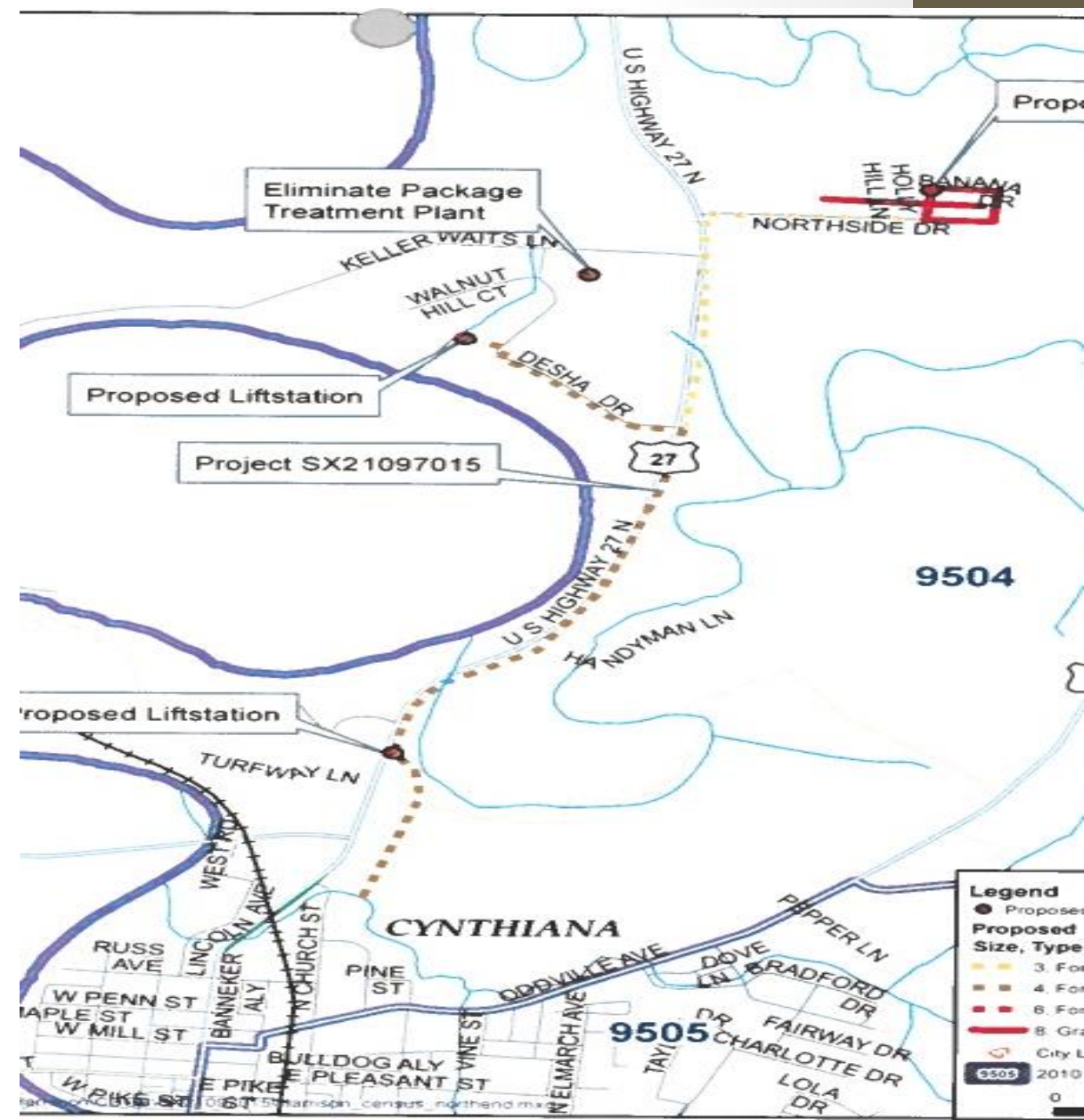
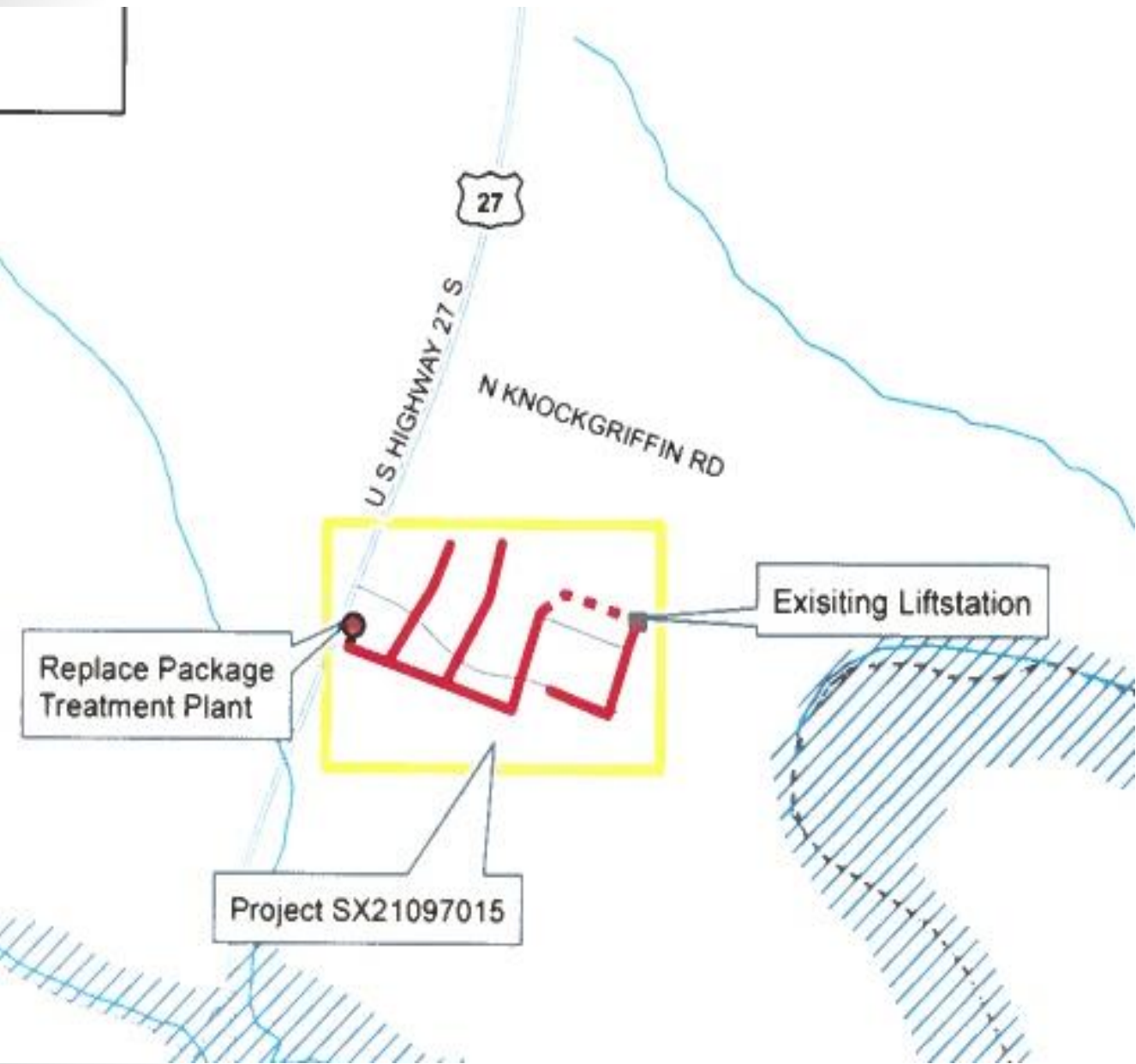
Total Gross Annual Household Income: In the column showing the number of people in your household, check (only one) income range that totals the gross annual household income.

TOTAL GROSS ANNUAL FAMILY INCOME				
1 PERSON	___ Below \$11,770	___ \$11,771 - \$16,100	___ \$16,101 - \$25,700	___ Above \$25,701
2 PERSONS	___ Below \$15,930	___ \$15,931 - \$18,400	___ \$18,401 - \$29,400	___ Above \$29,401
3 PERSONS	___ Below \$20,090	___ \$20,091 - \$20,700	___ \$20,701 - \$33,050	___ Above \$33,051
4 PERSONS	___ Below \$22,950		___ \$22,951 - \$36,700	___ Above \$36,701
5 PERSONS	___ Below \$24,800		___ \$24,801 - \$39,650	___ Above \$39,651
6 PERSONS	___ Below \$26,650		___ \$26,651 - \$42,600	___ Above \$42,601
7 PERSONS	___ Below \$28,500		___ \$28,501 - \$45,550	___ Above \$45,551
8 PERSONS	___ Below \$30,300		___ \$30,301 - \$48,450	___ Above \$48,451

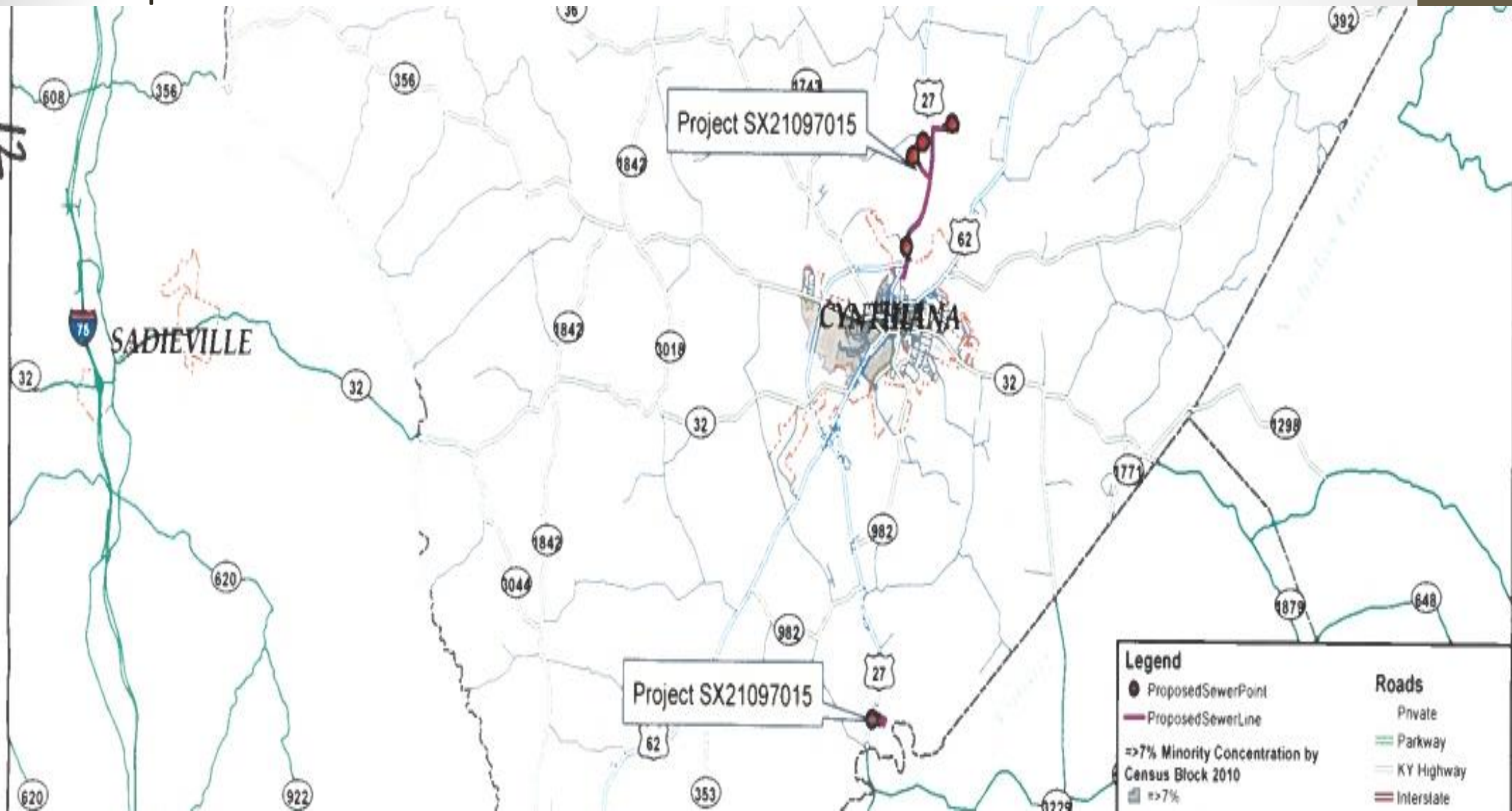
I hereby certify that the above information is true and accurate to the best of my knowledge and fully understand that this information is subject to verification by the city/county, the State or HUD upon their request. Falsifying this information will result in payback of CDBG funds.

Signature _____ Date _____ Interviewer _____

Sample Service Area

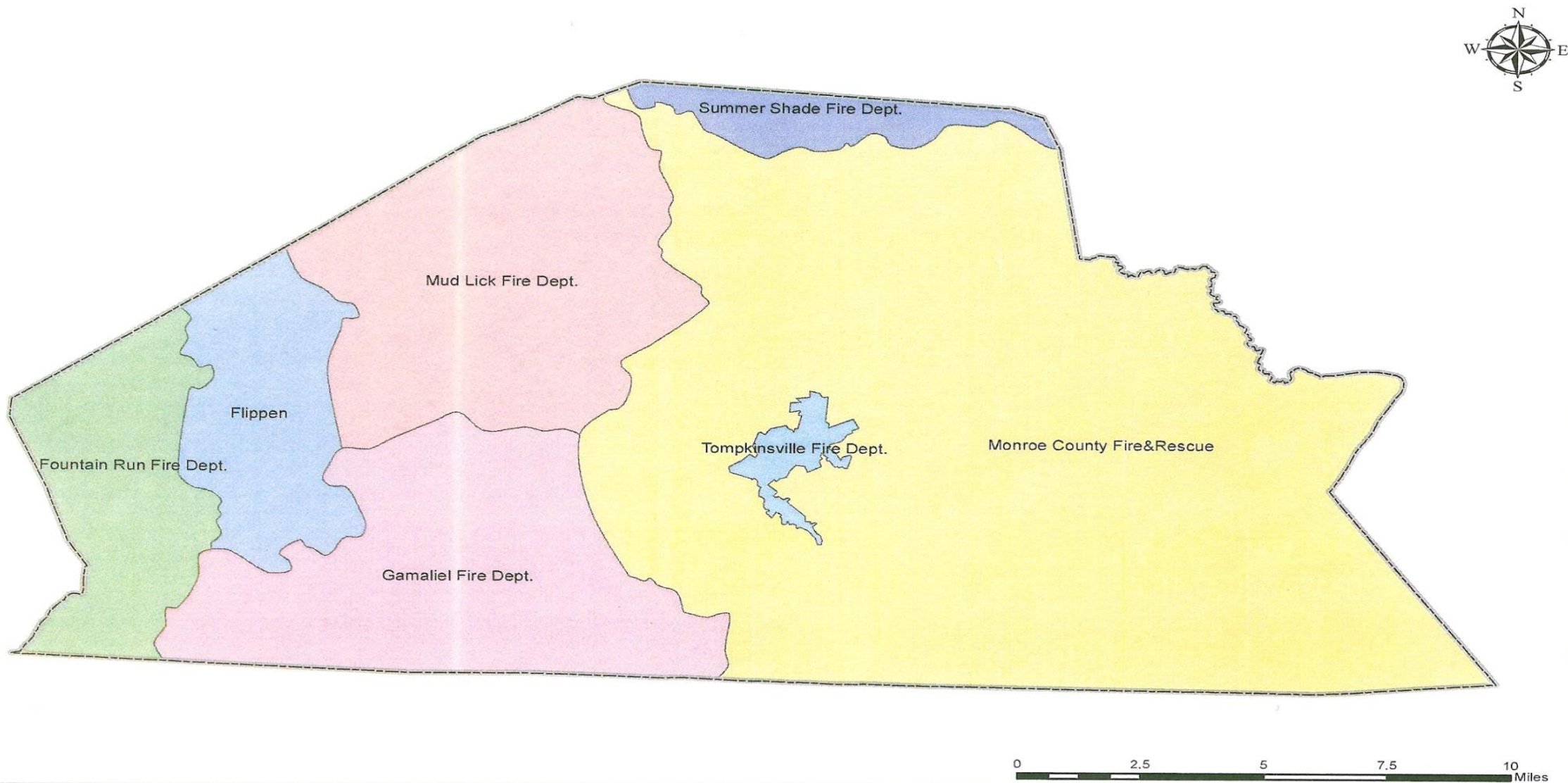


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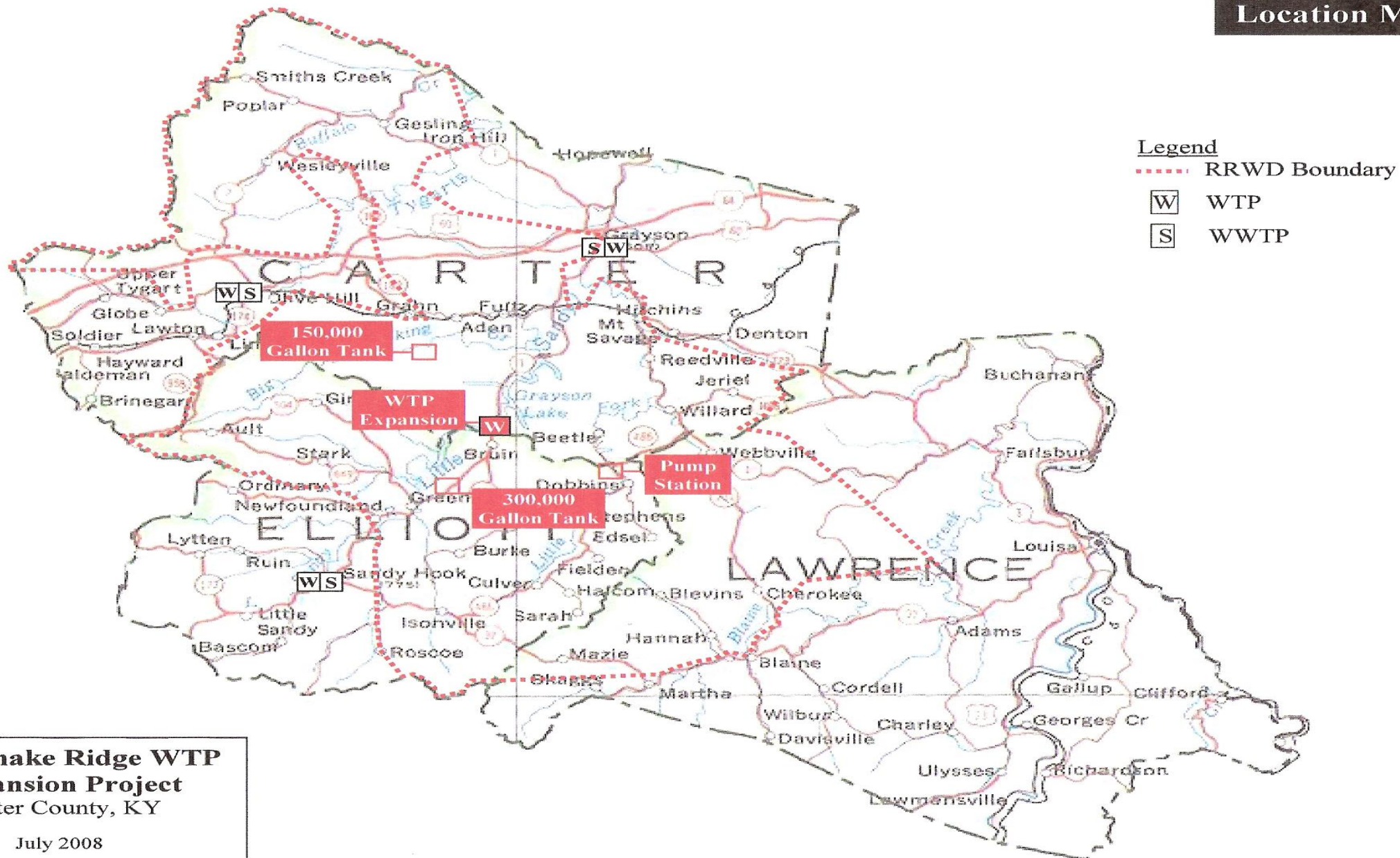
Sample Service Area

Fire Districts in Monroe County, Kentucky



Sample Service Area

Location Map



**Rattlesnake Ridge WTP
Expansion Project**
Carter County, KY

July 2008

Local Surveys and Census

Internet Links

- American Community Survey
 - www.census.gov/acs
 - American Fact Finder 2
 - ACS
- LMI Data for the State of Kentucky
 - www.hud.gov/offices/cpd/systems/census/ky/index.cfm

Local Surveys and Census

Finding Census Tract Information

- www.census.gov
- www.ksdc.louisville.edu/1maps.htm

KENTUCKY HERITAGE COMMISSION



ECONOMIC DEVELOPMENT



Economic Development

Program Structure

- Traditional Economic Development
- Non-Traditional Economic Development

Economic Development

Submission Date

March 1, 2016

through

close of business on

January 30, 2017

Economic Development

Funding Allocation

\$4,400,000

Economic Development

Grant Ceilings

- Individual
 - \$1,000,000 Traditional
 - \$250,000 Non-Traditional
- Multi-Jurisdictional
 - \$2,000,000 Traditional
 - \$500,000 Non-Traditional

Economic Development

Acceptance of Applications

- Original and one complete copy of the standard application form
- Activities described in application will be checked to determine if they meet fundability criteria as established in the Housing and Community Development Act

Economic Development

Traditional Economic Development

- Projects that specifically address the creation or retention of jobs for persons of low and moderate income
- Typically through assistance to specific business/industrial clients

Economic Development

Non-Traditional Economic Development

- Projects that allow funding of eligible activities that benefit LMI persons that are not directly related to job creation
- Focus on activities that assist LMI individuals to “find and keep a job.”

Economic Development

Examples of Non-Traditional Projects

- Child care facilities located in industrial parks or other points of employment within the community
- Job skills assessment programs
- Job training/placement facilities

Economic Development

Economic Development proposals requesting assistance under:

- Section 5305(a)(14)
- Section 5305(a)(15)
- Section 5305(a)(17)

of the Housing and Community Development Act

Economic Development

Section 5305(a)(14)

- Assisted activities can be by grant or loan
- Generally does not involve a sub-recipient
- Any loan fund repayment provided under (a)(14) will generate Program Income (revolving fund)
- Think utilities and infrastructure

Economic Development

Section 5305(a)(15)

- Generally involves same type of activities as (a)(14)
- Funds passed to local non-profit development corporation (i.e. industrial foundations, etc.)
- Non-profit must carry-out the activity
- Purchase equipment, vacant industrial buildings, finish-out spec buildings, rehab an existing structure for a local company
- Can capitalize lease to company
- Will generate Local Development Authority funds

Economic Development

Section 5305(a)(17)

- Direct assistance to private, for-profit company
- Must meet underwriting requirements to prove necessary and appropriate
- Caution on undue enrichment
- Bank of last resort
- Must deal with job retention issues
- Very rare

Economic Development

Review Criteria for Traditional Economic Development

- Permanent jobs created or retained
 - Documentation of number, type and salary range
 - Documentation to support LMI (surveys)
 - Acceptance of LMI hiring by the Participating Party (commitment letters)

Economic Development

Review Criteria for Traditional Economic Development

- Ratio of other public/private funds to CDBG funds
- Applicability of recaptured funds
- Recipient must establish Revolving Fund guidelines, if not previously established

Economic Development

Additional Review Criteria for Non-Traditional Economic Development

- Project must address a need that is significant to the economic development efforts of the community
- Necessary and reasonable expenditure of CDBG funds
- Demonstrate project effectiveness
- Low and moderate income qualification

Economic Development

Project Priority

Economic Development

Priority I

- Meet all program requirements
- Exhibit serious economic development need to the community
- Maximize the impact of CDBG funds
- Substantiate significant accomplishments

Economic Development

Priority II

- Meet all program requirements
- Solid, fundable projects
- Can be funded or deferred, if appropriate
- Does not meet the 1/3 funding policy

Economic Development

Priority III

- National Objective not clearly identified
- Ineligible activities or activities that do not fit the Economic Development program criteria
- Project has other deficiencies that make it unfundable

Economic Development

Project Review Process

- Should demand for funds exceed the amount of funds available, projects with the greatest need and effectiveness will be recommended for funding
- DLG may negotiate with applicant to determine whether project can be restructured or reduced

Economic Development

Project Review Process

- DLG has right to defer a project to a subsequent funding round
 - New application is not necessary
- Applicant may request a second review by letter of appeal to DLG Commissioner

Economic Development

Additional Items to Note

- State Guidelines allow up to \$20,000 per job created or retained
- A Participating Party has two years to meet the National Objective (job creation, etc.)
- CDBG generally cannot participate greater than one-third of total project cost

Economic Development

CDBG vs. Private Enterprise

- “Job Pirating” considerations
- Environmental Assessment time frame
- Documentation needed to support the LMI requirement

Economic Development



Economic Development



Economic Development



COMMUNITY EMERGENCY RELIEF FUND (CERF)



CERF

CERF Program

- Information can be found on pages 20-23 of the Program Guidelines

CERF

Eligibility Criteria

- Serious and immediate threat
- Recent origin
- No other funding sources
- Community cannot fund

CERF

Eligibility Criteria

- Emergencies caused by lack of maintenance not considered CERF
- CERF funds can be used for any CDBG eligible activity directly targeted to alleviating threatening conditions

CERF

Application Requirements

- Declaration of emergency by local unit of government and by the Governor
- Certification of community development needs having a particular urgency

CERF

Acceptance of Applications

- Application and one (1) copy
- Citizen participation requirements
- Obtain environmental clearance
- Emergency procurement guidelines or follow CDBG procurement guidelines

CERF

Submission Date

March 1, 2016

through

close of business on

January 30, 2017

CERF

Funding Allocation
To Be Determined

Grant Ceiling
\$100,000

CERF

Project Review Criteria

- Project need
- Necessary and reasonable
- Project effectiveness

CERF



CERF



CERF



CERF

Committee Review

Questions?

HOUSING



Housing



Housing

Funding Allocation

\$3,093,047

Grant Ceiling

\$1,000,000

Info can be found on pages 36-40 in the Guidelines

Housing

Application Requirements

- A complete application, with all attachments, must be submitted by close of business on August 1, 2016

Housing

Application Requirements

- Original and one (1) copy of 2016 Housing application
- Authorizing Resolution (with number)

Housing

Application Requirements

- National objective and fundability criteria must be met according to the Housing and Community Development Act

Housing

Application Requirements

- Must meet threshold requirements, found beginning on page eight (8) of the Guidelines, Section III
- Must meet Citizen Participation requirements (Section III, too)
- Clearinghouse endorsement letter

Housing

Application Requirements

- Determination of eligibility from Kentucky Heritage Council and clearance from SHPO (for every property, go ahead and do stand-by properties)
- Health department correspondence if it involves septic systems

Housing

Application Requirements

- Homeowner List (include stand-by properties)
 - Ranking (1, 2, 3)
 - Score
 - Name and address of property owner
 - Number in household
 - Number of elderly, disabled and female head of household
 - Income status
 - If doing rehab, major rehab or reconstruction
 - Amount of CDBG funds vs. amount of other funds
 - Amount of relocation assistance per household

Housing

Application Considerations

- If your project involves non-profits, provide proof of their 501(c)(3) status to prove eligibility
- If it is a neighborhood project, you must provide a copy of the community redevelopment plan

Housing

Application Considerations

- Voluntary projects:
 - Copy of the participants solicitation ad (including scoring criteria)
 - Copy of the voluntary relocation policy; this will effect the cost summary

Housing

Submission Dates and Application Acceptance

- Housing Application (with attachments)
 - Must be submitted by close of business on August 1, 2016
- Activities must meet fundability criteria, as established in the Housing and Community Development Act.

Housing

Life of Application Policy Change

- Applicants may “roll over” unsuccessful application to the next year with written approval from DLG
 - Submit request
 - Minimal changes
 - Limited Submissions may be required
 - Not recommended for projects with major issues

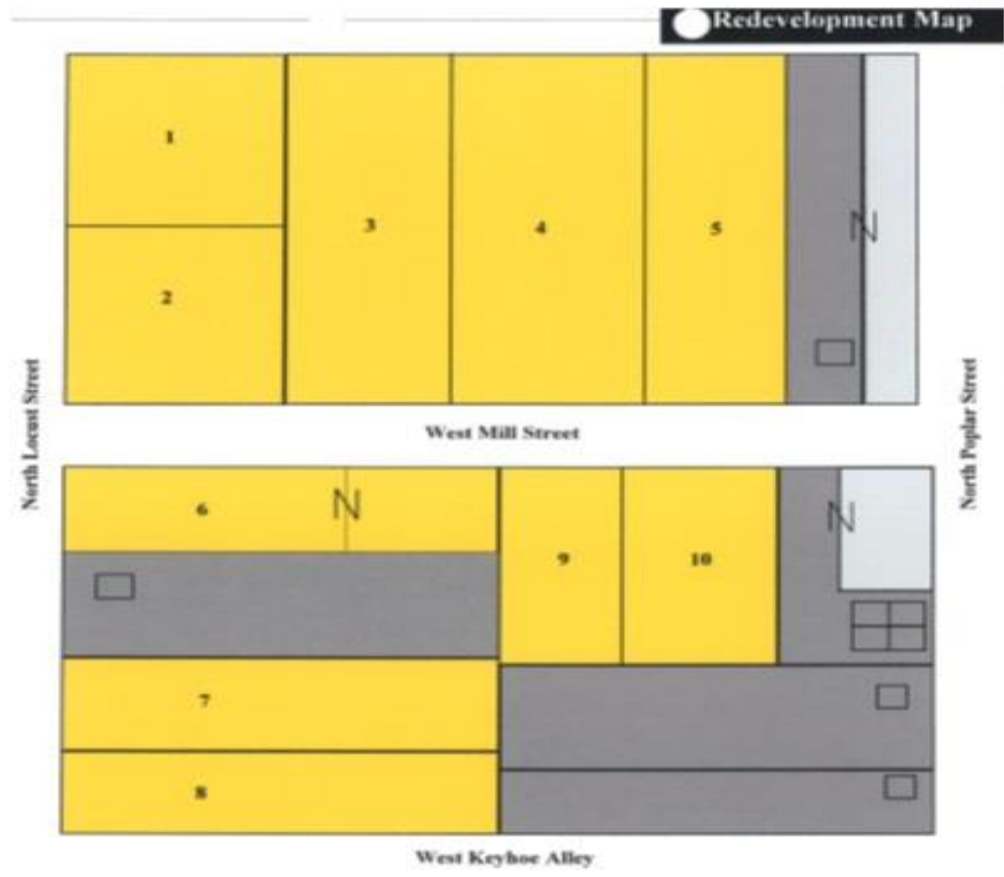
Housing

Voluntary Single Family Homeowner Rehab



Housing

Neighborhood Redevelopment



Housing

Neighborhood Redevelopment



Housing

Neighborhood Redevelopment



Housing

Multi-Family Adaptive Reuse



Housing

Project Selection Process

Housing

Review Criteria

- Project Need
- Necessary and reasonable expenditure of CDBG funds
- Project effectiveness

Housing

Review Criteria

- Project Need
 - Must substantiate a need
 - Must address that need
 - Must demonstrate that this is significant to the housing needs of the community

Housing

Review Criteria

- Necessary and reasonable
 - Must substantiate that CDBG funding is necessary
 - Amount of CDBG funding is reasonable

Housing

Review Criteria

- Project Effectiveness
 - Will the project accomplishments be significant enough to address the needs?
 - Local efforts put forth to address the needs

Housing

Project Priority

Housing

Priority I

- Minimum match of **50% of CDBG funds requested**
- Have met all program requirements
- All other funds are firmly committed
- Exhibit serious housing needs
- Substantiate significant project accomplishments
- Maximize the impact of CDBG funds
 - This includes the level of CDBG funds applied to housing units versus CDBG funds applied to Public Facilities within the overall housing project

Housing

Priority II

- Minimum of a **25% match of CDBG funds requested**
- Have met all program requirements
- All other funds are firmly committed
- Project needs, accomplishments and impact of CDBG funds and /or benefits are less acceptable than a Priority I
 - This includes the level of CDBG funds applied to housing units versus CDBG funds applied to Public Facilities within the overall housing project

Housing

Priority III

- Have met all program requirements
- Project has potentially serious deficiencies, may or not may be a fundable project
- Project need lower than I and II, including **less than a 25% match of CDBG funds requested**
 - This includes the level of CDBG funds applied to housing units versus CDBG funds applied to Public Facilities within the overall housing project

.

Housing

Priority IV

- Projects have serious deficiencies and are ineligible or not fundable

Project will not be recommended for funding.

Housing

Match Requirements

Note: Only firmly committed matching funds in the form of supplemental financing (i.e.: loan financing, cash, other grant funds, etc...) will be accepted to meet the 50% or 25% match requirements. **In-kind donations and contributed property will not be accepted as match.**

Housing

Project Selection Committee Review

- Staff write-ups submitted to the review committee designated by the Governor
- Committee will meet to evaluate projects based on the review criteria and staff comments
- A determination will be made to approve, reject or defer

Housing

Project Selection Committee Review

- Projects that do not meet all three of the review criteria will not be funded
- If demand exceeds amount of funds available, those projects with the greatest need and effectiveness will be funded

Housing

Project Selection Committee Review

- In some situations, a project will be eligible for partial funding. In such instances, DLG will negotiate with the applicant to ascertain whether the project can be reduced in size or restructured

Housing

Tips for Making the Strongest Housing Application

- Maximize the use of CDBG funds through leveraging as many sources as possible
- Demonstrate the Community Impact
- Show Long-Term Sustainability in Redevelopment Plans



TIPS

COMMUNITY PROJECTS



Community Projects



Campbell
County
Scholar
House-
Child Care
Center

Community Projects

Funding Allocation

\$5,326,588

Grant Ceiling

\$500,000

(no multi-jurisdiction)

Community Projects

Types of Projects

- Senior Centers
- Community Centers
- Health Departments

Community Projects

Types of Projects

- Emergency Services (Fire Stations – some limitations)
- Food Banks (facility only)
- Historic Preservation
- Removal of Slum/Blight

Community Projects

Types of Projects

- Removal of Architectural Barriers
- Facility for Handicapped Individuals
- Libraries

Community Projects

Meeting National Objectives

- Census
- Surveying
 - Service Areas
 - Clients
- Limited Clientele

Community Projects

Meeting National Objectives

- TIP: DLG highly recommends you call regarding National Objective documentation



Community Projects

Submission Date

Original and one (1) copy
of the 2016 application
must be submitted by
close of business on
August 1, 2016

Community Projects

Application Requirements

- Application Requirements can be found on pages 24-27 of the 2016 Guidelines

Community Projects

Review Criteria

- Project Need
- Necessary and reasonable expenditure of CDBG funds
- Project effectiveness

Community Projects

Review Criteria

- Project Need
 - Must *substantiate* a need
 - Must *address* that need
 - Must *demonstrate* that this is significant to the community

Community Projects

Review Criteria

- Necessary and Reasonable
 - Must *substantiate* that the CDBG funding is necessary
 - Amount of CDBG funds are *reasonable* in comparison to other funding sources

Community Projects

Review Criteria

- Project Effectiveness
 - How will it *meet the need*?
 - Demonstrate the *local effort*
 - Good Program Design

Community Projects

Project Priority

Community Projects

Priority I

- Minimum match of 15% of total project cost
- Have met all program requirements
- All other funds are firmly committed
- Design complete and approved

“Ready- to- Go”

Community Projects

Priority II

- Have met all program requirements
- Minimum of a 10% match
- All other funds are firmly committed
- Design approval is preferred, but not required

Community Projects

Priority III

- Have met all program requirements
- Project need lower than I and II
- Match may be < 10%

Community Projects

Priority IV

- Projects have NOT met all program requirements

Project will not be recommended for funding.

Community Projects



**NO waiver of financial
match requirements for
smaller cities.**

Community Projects



- **In-Kind donations and contributed property will not be accepted as match.**

Community Projects

\$ 75,000

15%- Priority I

\$425,000

CDBG

\$500,000

Total Project Cost

Community Projects

\$ 50,000 10%- Priority II

\$450,000 CDBG

\$500,000

Community Projects

Project Selection Committee Review

- Staff write-ups submitted to the review committee designated by the Governor
- Committee will meet to evaluate projects based on the review criteria and staff comments
- A determination will be made to approve, reject or defer

Community Projects



Mason County- Fern Leaf Fire Department



Community Projects



Bourbon County
Senior Center

Community Projects

Carlisle County Extension Office



Community Projects



Casey County
Community
and
Education
Center



City of Guthrie- Jenkins Building Renovation

PUBLIC FACILITIES





Summit Engineering, Inc

ENGINEER'S PROJECT
REPRESENTATIVE
DAILY REPORT



placement of the grinder tanks for the residents along 2034 at Crafts colley.



Placement of the 1 1/4"HDPE force main service line to the grinder tanks.

Letcher County Craft Colley/Dry Fork Sewer Extension Funded by CDBG, ARC, Coal Severance, & COE



Summit Engineering, Inc

ENGINEER'S PROJECT
REPRESENTATIVE
DAILY REPORT



Placement of the grinder tank for the residents along 2034 at Crafts Colley.



Placement of the 1 1/4"HDPE force main service line to the grinder tank.

Public Facilities

Funding Allocation

\$6,600,000

Grant Ceiling

\$1,000,000

Public Facilities

Fundable Activities

- Bracken County Augusta Regional Wastewater Treatment Plant- \$1,000,000
- Campton Sewer Rehabilitation SELF HELP- \$249,000
- Central City Wastewater Treatment Plant Expansion- \$1,000,000
- Christian County Water Line Upgrade Phase VI- \$947,000

Public Facilities

Fundable Activities

- Elkhorn City Wastewater Treatment Plant- \$249,000
- Harrison County Northend Sewer Extension and Cedarbrook Sewer Replacement- \$1,000,000
- Irvine Wisemantown Sewer Extension- \$1,000,000
- Liberty Water Treatment Plant Upgrade & Improvements- \$100,000

Public Facilities

Fundable Activities

- Mercer County Kennedy Bridge Road Sewer Replacement- \$424,000
- West Point Sewer Rehabilitation- \$245,000
- Wilmore Wastewater Treatment Plant Improvements- \$1,000,000



Hazard
Water System Improvements
Funded By:
CDBG
USDA RD
ARC



Public Facilities

Subrecipients

- Will own the improvements, most will operate and maintain
- Grant Agreement will require a legally-binding agreement between Applicant and Subrecipient
- Need to have the Subrecipient involved from project planning stage

Public Facilities

Subrecipients

- Bracken County- **Augusta Regional Sewer Authority, Inc.**
- Christian County- **Christian County Water District**
- Harrison County- **Harrison County Sanitation District**
- City of Irvine- **Irvine Municipal Utilities**
- Leslie County- **Hyden-Leslie County Water District**
- Mercer County- **Mercer County Sanitation District**

Public Facilities

Project Priority

- Public Facilities project selection depends on a 4-level priority system
 - 1 – Highest priority, will be funded
 - 2 – Next highest priority, likely funded
 - 3 – May be funded based on availability of funds
 - 4 – Lowest priority, will not be funded
- Priority to be determined by staff review

Gamaliel (Monroe County) Sewer Rehabilitation Project



CDBG Public Facilities

\$660,000

New Ultraviolet Disinfection
System, rehabilitation of
WWTP and grinder pump
replacement.

Other funds- RD

Public Facilities

Project Priority

*****You Be The REVIEWER*****



Public Facilities

Project Priority

According to CDBG program guidelines, this project meets the criteria for a ***Priority ???***. The application does not meet all program requirements since they did not undertake any extra efforts to publicize the public hearing in addition to a newspaper ad as required by Program Guidelines. Project needs and benefits are not well defined. They have not done a PER so they do not know all the problems or project specifics. There are no sanctions and no financial burden argument. They do not have committed funds; in fact not applied for. Most significantly, no clear LMI determination.

Public Facilities

Project Priority

The application states benefit to 300 households but the survey is based on 150 households. In response to questions, only 120 households would benefit. The engineer's budget includes 350 meters so that does not jive with 120 - 150 households. New benefit profile requested stated the project is only 35% LMI rather than 75% as the LMI worksheet claims. Applicant has **not** submitted a FY2014 audit. Regional issues addressed. 2015 application is premature and does not meet LMI or other state requirements.

Public Facilities

Project Priority

According to CDBG program guidelines, this project meets the criteria for a ***Priority ???***. The application meets all program requirements and project needs and expected benefits are significant. The project meets the minimum of one to one match of other funds and funds are committed. Plans and specs are approved. Cost per household is below the maximum. Regionalization issues are addressed but system has no option for regionalization at this time.

Public Facilities

Project Priority

According to CDBG program guidelines, this project meets the criteria for a high ***Priority ???***. The application meets all program requirements and project needs and expected benefits are significant. The project meets the minimum of one to one match of other funds but all other funds are **not** committed since RD funding cannot be approved until FY16 funds become available. Cost per household is below the maximum. Community participation is outstanding. DOW strongly endorses. Regionalization issues are addressed but system has no option for regionalization at this time.

Public Facilities

Project Priority

According to the CDBG Program Guidelines, the application meets the criteria for a **PRIORITY ???** The application meets all program requirements but project needs and expected benefits are less significant as compared to other applications since the applicant has secured full funding for the project elsewhere.

– continued on next slide –

Public Facilities

(continued)

However, if the applicant had to use all the previously secured loan funds for the project, rates would be burdensome for LMI. The application cannot rank any higher than a ***PRIORITY ???*** since the cost per household is greater than the maximum amount for high priority. Regional issues were addressed.

Public Facilities

Change

- Cost per user maximum is \$12,000
- Minimum household rates for 4,000 gallon usage is \$20



McClean County- Water Consolidation Project

Funded By:
CDBG
Rural Development

Public Facilities

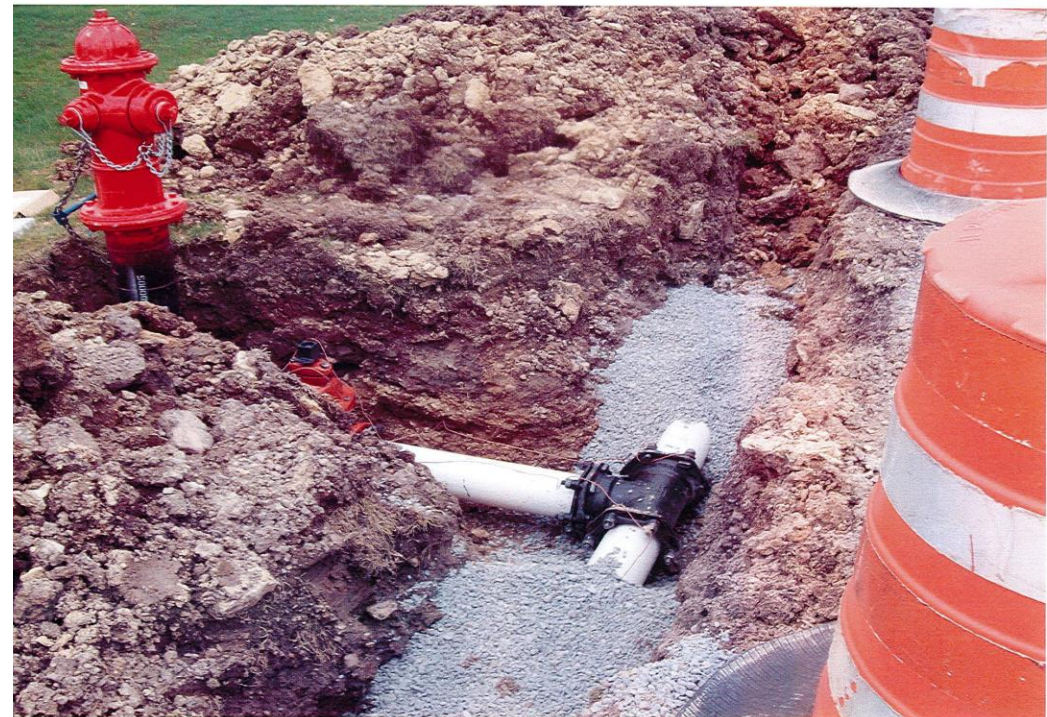
What are Self-Help Projects?

- Small projects that can be completed by existing personnel within 24 months
- CDBG funds can be used to purchase materials, lease or rent equipment, administration, etc.
- Grant ceiling is \$250,000

Flemingsburg

Water Line Replacement

Funded By:
CDBG



Public Facilities

Submission Date

March 1, 2016

through

close of business on

August 1, 2016

Public Facilities

Use Standard Application Forms

- https://kydlgweb.ky.gov/Documents/CDBG_cities/2016%20CDBG%20Full%20Application%20FINAL-PF.doc

Public Facilities

Life of Application

- May “roll over” unsuccessful application to next year
 - Submit request
 - Changes minimal
 - Limited Submissions may be required
 - Not recommended for projects with major issues

Public Facilities

Application Requirements

1. KY Water Resource Information System (WRIS)
 - a. Work with your ADD Water Planner
 - b. Contact Jocelyn Gross of KIA for assistance
2. eClearinghouse Endorsement
 - a. Work with your ADD Water Planner
 - b. Contact Lee Nalley of DLG
 - c. WRIS and eClearinghouse MUST match

Public Facilities

Application Requirements

3. Project Summary

- a. Keep it brief
- b. Pertinent information only

4. Funding Summary

5. Cost Summary

6. Detailed Engineer's Estimate

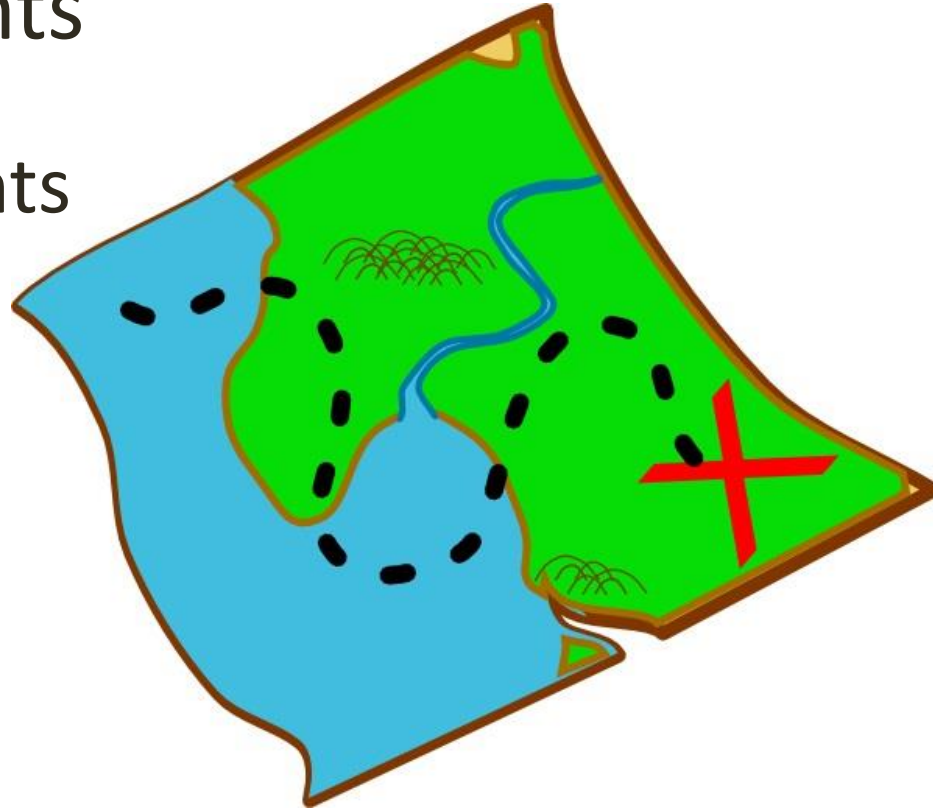
Numbers/Amounts in items 4, 5 and 6 **MUST** equal each other

Public Facilities

Application Requirements

7. Mapping Requirements

- a. Census Tract
- b. Jurisdiction
- c. Service Area



Public Facilities

Application Requirements

8. Income Eligibility

- a. Survey or Census
- b. LMI Worksheets

9. Benefit Profiles

- a. Person Profile and Household Profile
- b. LMI Worksheets

Public Facilities

Application Requirements

10. Authorizing Resolution

11. Commitment of Other Funds

12. HUD Applicant/Recipient Disclosure Form



Public Facilities

Application Requirements

13. Thresholds

- a. Audits
- b. Program Income/Miscellaneous Revenue Report
- c. Open Projects

14. Line Extensions

- a. Minimum of Six (6) Customers Per Mile
- b. Does **NOT** Apply to Self-Help

Public Facilities

Application Requirements

15.Division of Water Plans/Letters

- a. KY Water Management Plans (DW)
- b. Wastewater Planning Documents (CW)
- c. Engineering Design Approval (Preferred)
- d. Pre-design Meeting with the Water Infrastructure Branch

Public Facilities

Application Requirements

16. Division of Water Contacts – (502) 564-3410

- a. Water Infrastructure Branch
Jory Becker, Branch Manager
- b. Engineering and Design
Terry Humphries, Supervisor – terry.humphries@ky.gov
- c. Wastewater Planning and Drinking Water Capacity
Development
Cindy McDonald, Supervisor – Cindy.McDonald@ky.gov

Public Facilities

Application Requirements

17. Complete Application

- a. 2016 Standard Public Facilities Application Forms
- b. Complete All Attachments
- c. See Page Two (2) of the Application

18. Submit Original and Three (3) copies

Public Facilities

Public Facilities

- Application Questions
- Final Write-up

Public Facilities

Project Selection Committee Review

- Staff write-ups will be submitted to a review committee appointed by the Governor
- Committee will meet to evaluate projects based on the review of criteria and staff comments
- A determination will be made to approve, reject or defer

Public Facilities

Knott County-
Ballcreek WWTP &
Sewer Line
Extension

Funded By: CDBG,
HB1+265, Flood
Control, ARC, COE
Section 531



CLOSING REMARKS



Closing Remarks

Upcoming Events

- Environmental Review training- May 24-25, 2016
- CDBG Administrator Certification Training
 - Summer of 2016 if needed
- Governor's Local Issues Conference
 - August 24-26, 2016
- CDBG Administrator Re-Certification Training
 - Fall of 2017

Closing Remarks

Department for Local Government

Office of Federal Grants

1024 Capital Center Drive, Suite 340

Frankfort, KY 40601

(502) 573-2382

(800) 346-5606

https://kydlgweb.ky.gov/FederalGrants/CDBG_cities.cfm